

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Business Visa to Vietnam

I am writing to apply for a business visa to Vietnam for the purpose of [state purpose, e.g., attending meetings, conferences, business negotiations, etc.]. My details are as follows:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Nationality: [Your Nationality]  
Passport Number: [Your Passport Number]  
Passport Issue Date: [Issue Date]  
Passport Expiration Date: [Expiration Date]  
Duration of Stay: [Proposed Duration of Stay]

I am currently employed at [Your Company Name] as [Your Job Title] and my visit to Vietnam is scheduled from [Start Date] to [End Date]. I will be visiting [Company Name or Partner's Name in Vietnam] for [brief description of business activities].

Enclosed are the necessary documents, including my passport, a completed visa application form, and an invitation letter from my business contact in Vietnam.

I kindly request that you process my application at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]